



2005 Summer Honors College Program

General Overview

Get acquainted with the challenges and opportunities at the Securities and Exchange Commission through our **Summer Honors College Program**. The **Securities and Exchange Commission's Summer Honors College Program** gives undergraduate students the opportunity to become acquainted with the activities of the Commission and explore various career opportunities with the SEC. The program allows students from universities across the country to work at the Commission's Washington, DC headquarters and in each of its 11 regional and district offices nationwide.

The Program. Students work with various Commission staff and, over the course of the ten-week program, generally have the opportunity to work on a number of different projects. Individual projects are assigned according to the skill set and interests of the student. Students participate in **seminars and workshops** on various aspects of the Commission's activities.

Selection Criteria. It's our policy to provide an open, systematic and equitable assignment process that assures that positions are filled with the best-qualified individuals. Students are selected on the basis of merit; selection considerations include: academic achievement, previous relevant employment, and extracurricular activities.

Vacancy Number: SEC-SHCP-01

- The U.S. Securities and Exchange Commission begins accepting applications for the summer employment program beginning February 28th of each year. Positions are temporary and designed for undergraduate students.
- Summer appointments are made specifically during the months of May through August and are Not-to-Exceed (NTE) 10-weeks.
- Applications for our Washington D.C. and Virginia locations are available on the AVUE system for managers to review. Students will be contacted directly if selected for an interview.
- The Regional and District Offices receive applications directly. Students will be contacted if selected for an interview. For a current listing of SEC Regional and District Offices, please [click here](#).
- A student who is not a U.S. citizen may apply provided he/she has been lawfully admitted to the U.S., possesses a valid work permit, and is a resident of a country, which is an ally of the United States.

Please note: Most interviews for summer positions take place in April and May of each year, so students applying after that time may be less likely to find positions available.

Eligibility Requirements

To apply for the summer employment program, candidates must:

- Be at least 16 years of age at the time of appointment
- Be **currently** enrolled as a degree seeking student, on at least a half-time basis (determined by the particular school or university) in an:
 - accredited technical or vocational school; **or**
 - 2 or 4 - year college, university or graduate or professional school
- Have a **cumulative** GPA of **2.5 or better on a 4.0 scale**.

Who is not eligible:

- Students graduating in May 2005 **are not** eligible for summer 2005 positions, because you will no longer be enrolled in a school or university for the coming fall semester.
- Relatives of SEC employees **are not** eligible to apply, since these are non-competitive appointments.

Exception: Students who are graduating in May 2005...**but**...are continuing their education in the Fall 2005 semester (ex: graduate school/law school) **may apply**.

Students in this category must show proof of continuing their education in the Fall by submitting:

- A copy of the acceptance letter into the college or university you plan to attend; or
- A copy of the application you submitted to the college or university you plan to attend, pending acceptance. Students should indicate the date you expect to receive notification of acceptance from that college or university.

Types of Positions and Qualifications Required

Generally, students hired will perform a variety of administrative, research, and program related duties. Duties given will depend on specific office assignments and level of education.

To qualify candidates must possess the following:

GS-3 positions - 1 year of education above high school;

GS-4 positions - 2 years of education above high school;

GS-5 positions - Completion of a 4 year course of study leading to a Bachelor's degree;

How to Apply

Interested applicants must apply online at <http://www.avuedigitalservices.com/sec/applicant.html> and submit the following materials:

- Resume
- Transcript
- Supporting documents (i.e. acceptance letter – if graduating in May 2005 and continuing education)

Applicants who fail to submit the required information may not receive consideration.

Students interested in working for one of our Regional or District offices should apply directly to that office. For current listing of addresses, [click here](#).

We appreciate your interest in the Commission and we look forward to hearing from you in the near future.

Equal Employment Opportunity

All candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, national origin, marital status, or disability.